



EUROPEAN COMMISSION

Job Description Form

Job description version5 (Active)
Job description version346114 in FPI.6
Valid from03/04/2024until

Job Holder Name

Job Profile

Position

CONTRACT AGENT FGIV

Job title

Programme Officer - Procurement Specialist for CFSP operations - Mission Support Platform

Domains

Generic domain

EU's INTERNAL and EXTERNAL SECURITY

Intermediate domain

Specific domain

PROCUREMENT and CONTRACT MANAGEMENT

Sensitive job

No

Overall purpose

The Procurement specialist will be part of the Mission Support Platform (MSP) within the FPI. The overall objective of the MSP is to provide support to civilian Missions under the CFSP budget by speeding up planning processes and deployment in the field, ensuring rapid reaction to crisis situations, and at the same time achieving economies of scale by centralising critical mission support services and reducing the administrative burden of CSDP missions.

The Procurement specialist will provide advice and support on public procurement procedures including framework contracts, as well as procedures for awarding grants and other forms of contracting procedures, under the supervision of an official.

Legal disclaimer

Users are advised to check the available list of Legal Disclaimers related to their contract type.

Functions and duties

+ BUSINESS MANAGEMENT and PLANNING

- *Liaising with civilian crisis management Missions established by the Council on FWC-related issues. Interface with relevant Services in DG BUDG, SJ, and EEAS, in particular the MSP cell attached to the CPCC*
- *Act as floater to be dispatched to newly created CSDP Missions to help with the procurement system set-up, to existing missions in case of staff shortages and during liquidation phase to assist with disposal and sales of assets.*
- *Contribute to drawing up of manuals and guidance on procurement for CFSP Operations*
- *Establishment and management of framework contracts for CFSP Operations*
- *Provision of advice, support and training to the CSDP Missions on procurement aspects, document draft related to call for tenders and call for proposals.*
- *Ensuring regularity and legality of tendering and contracting procedures of CFSP Operations. Participate in monitoring missions to CFSP Operations to assess and advice on the*

implementation of procurement

+ EXTERNAL COMMUNICATION (general)

- Presentation of EU activities

+ PROCUREMENT and CONTRACT MANAGEMENT

- Monitor expenditure of actions and contracts closely so that claimed costs in all payment requests can be deemed to correspond to the work accomplished – *conforme aux faits*
- Provide the Operational Initiating Agent visa to financial transactions and ensure due upstream coordination with the Financial Initiating Agent, as provided in the relevant regulation and guidance
- Contracting and follow-up of Decisions, actions (projects/programmes) or contracts
- Advise on preparation and initiation of procurement procedures
- Drafting of tender specifications and preparation of tender dossiers

Job requirements

Experience"

+ BUDGET, FINANCE, CONTRACTS and ACCOUNTING

Job-Related experience: at least 2 years

Qualifier: an advantage

Financial management, contract management and grants.

+ PROGRAM / PROCESS / PROJECT MANAGEMENT

Job-Related experience: at least 2 years

Qualifier: essential

Experience in carrying out Public Procurement Tender Procedures related to supplies, services and works

+ PROCUREMENT and CONTRACT MANAGEMENT

Job-Related experience: at least 3 years

Qualifier: essential

Carrying out Public procurement tender procedures in the context of EU external actions.

Languages

	Listening	Reading	Spoken interaction	Spoken production	Writing
English	C2	C2	C2	C2	C2
French	B2	B2	B2	B2	B2

Knowledge

- BUDGET, FINANCE, CONTRACTS and ACCOUNTING
 - BUDGET and FINANCE
 - Finance
 - Budgetary rules and procedures
 - PROCUREMENT and CONTRACT MANAGEMENT
 - Rules and procedures concerning calls for proposals, calls for tenders, contracts, task letters
 - CONTRACT MANAGEMENT

Competences

- Analysing and Problem Solving
 - Ability to conceptualise problems, identify and implement solutions
 - Capacity to analyse and structure information
- Communicating
- Delivering Quality and Results

- *Prioritising and Organising*
 - *Capacity to deliver in a structured way*
 - *Planning capacity*
- *Working with Others*
 - *Sociability skills*

Job Environment

Organisational entity

Presentation of the entity:

Job related issues

Atypical working hours

Specialised Job

Missions

Frequent, i.e. 2 or more missions / month

Long duration, i.e. missions lasting more than a week

Comments:

- The job requires security clearance according to the Commission Security Provisions (ref. 2001/844/EC) • Possibility to participate in missions in High Risk countries where FPI Instruments operate

Workplace, health & safety related issues

Noisy environment

Physical effort / materials handling

Work with chemicals / biological materials

Radioprotection area

Use of personal protective equipment

Other

Comments:

Other

Comments: